



ARRIVAL/DEPARTURE
BRIEFING FOR THE
61ST UNGA

AUGUST 30, 2006

U.S. MISSION TO THE UNITED NATIONS
U.S. OFFICE OF THE CHIEF OF PROTOCOL
U.S. OFFICE OF FOREIGN MISSIONS



**U.S. MISSION TO THE UNITED NATIONS
U.S. Offices of Protocol and Foreign Missions
ARRIVAL / DEPARTURE BRIEFING FOR THE 61st UNGA
August 30th, 2006**

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**U.S. MISSION TO THE UNITED NATIONS
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IMPORTANT NOTE

MISSIONS AND OBSERVERS SHOULD NOTE THAT ALL INFORMATION PERTAINING TO THE VISIT OF HIGH LEVEL DELEGATIONS TO THE UNITED NATIONS SHOULD BE SENT TO THE UNITED STATES MISSION TO THE UNITED NATIONS FOR DISSEMINATION TO PERTINENT HOST COUNTRY AUTHORITIES/AGENCIES.

IF INFORMATION IS TRANSMITTED DIRECTLY TO OTHER UNITED STATES AGENCIES, OR IF ARRANGEMENTS ARE MADE BY EMBASSIES DIRECTLY TO THE DEPARTMENT OF STATE IN WASHINGTON, D.C., WITH NO COPY TO THE UNITED STATES MISSION, IT MAY BE DIFFICULT OR IMPOSSIBLE FOR THE UNITED STATES MISSION TO ASSIST INDIVIDUAL MISSIONS TO THE UNITED NATIONS SHOULD ANY PROBLEM ARISE DURING THE HIGH LEVEL VISIT.



U.S. MISSION TO THE UNITED NATIONS
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RESOURCES

U.S. MISSION

PHONE

FAX

Mr. Harry Allen
--Expedited Port Courtesies
--Over Flight Requests

212-415-4156

212-415-4162

Mr. Michael Foster
--Escort Screening

212-415-4037

212-415-4162

After Hours Telephone

212-415-4444

U.S. DEPARTMENT OF STATE

Mr. Steve Stevens
--Over Flight clearances

202-736-7158

202-647-4055

Mrs. Jessie Johnson
--Port Courtesies (Arrivals)

202-647-4074

202-647-0722

Mr. James Padgett
--Escort Screening Courtesies
(Departures)

202-736-4311

202-647-0103

DOS Operations Center (24/7)

202-647-1512

TAB 1



**U.S. MISSION TO THE UNITED NATIONS
U.S. Offices of Protocol and Foreign Missions
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DIPLOMATIC NOTE

“VISAS”

August 2, 2006

HC-72-06

The United States Mission to the United Nations presents its compliments to the Permanent Missions and Permanent Observer Offices to the United Nations and has the honor to inform the Permanent Missions and Permanent Observer Offices of the necessity to submit applications for visas for the 61st United Nations General Assembly, at the very earliest opportunity.

The United States Mission and United States Embassies and Consulates abroad are mindful of the obligation under the United Nations Headquarters Agreement to provide visas for representatives of members to the United Nations promptly. In accordance with the provisions of the Headquarters Agreement, visas have generally been provided within 15 working days of the date of application. Current security circumstances, however, are such that additional time may be required for the processing of certain visas.

The United States will make every effort to ensure that there is no undue delay in the processing of visas for representatives of members to attend the 61st United Nations General Assembly. However, in order to preclude delayed entry into the United States, Permanent Missions and Permanent Observer Offices are asked to cooperate fully with the request to submit applications at the very earliest opportunity and to allow more time than in the past for the visa to be adjudicated.



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The United States Mission to the United Nations avails itself of this opportunity to renew to the Permanent Missions and Permanent Observer Offices to the United Nations the assurances of its highest consideration.

TAB 2



**U.S. MISSION TO THE UNITED NATIONS
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**REQUEST FOR DIPLOMATIC CLEARANCE
SUBMISSION INSTRUCTIONS**

NOTE: These instructions are designed to help clarify the procedure for submitting diplomatic clearance requests. Please follow these instructions closely and submit the "Request for Diplomatic Clearance" form provided herewith. Please make several copies of this form for your use. You may scan this form into your computer, or recreate it if you would like, but please do not change its format in any way.

1. **COUNTRY:** Please enter the name of the country requesting diplomatic clearance.
2. **ACFT (MAKE/MODEL):** Please enter the type of aircraft. If the aircraft is a B-707, please state if it is retro-fitted or a Stage 1.
3. **CALL SIGN:** Please enter the aircraft's call sign.
4. **ACFT TAIL #:** Please enter the aircraft's registration number, if different from the call sign.
5. **1st PARKING AIRPORT:** Please enter the name of the first US airport at which the plane will be parked overnight.
6. **DATE/TIME OF ARRIVAL IN US:** Please enter the date and time at which the plane will be arriving at its first destination in the US or at a US airfield. Please put all times in **ZULU**.
7. **DATE/TIME OF DEPARTURE FROM US:** Please enter the date and time at which the plane will be departing from its last US Port. Please put all times in **ZULU**.
8. **PILOT'S NAME, CREW, WEAPONS, PASSENGERS:** Please enter the name of the pilot, the number of crew on board and the number of passengers. Regarding armed crew or VIP protection, what type, amount and serial numbers of any weapons they may be carrying. It is very important to have this information so Customs can prepare for the flight's arrival accordingly.
9. **TYPE OF CARGO:** Please describe the type of cargo the aircraft is carrying. If the cargo is hazardous, please attach a *HAZMAT* cargo list by classification.
10. **PURPOSE OF FLIGHT:** Please state the purpose of the flight, i.e., training, testing, transporting passengers, transporting Hazardous cargo etc.
11. **VIP:** Please state the name and title/position of any VIP's on board the aircraft. This information allows us to coordinate with US Secret Service, Diplomatic Security and Protocol as appropriate.



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REQUEST FOR DIPLOMATIC CLEARANCE SUBMISSION
INSTRUCTIONS

(continued)

- 12. EN ROUTE DTA:** In the first row, please enter the name of the airport from which the plane is departing, the country that operates that airport, and the date and the time that the plane is departing. In the following rows, please list all US Ports to which the plane will be flying, and the dates and times of arrival and departure for each one.

NOTE: Please put all times in **ZULU**.

- 13. UN MISSION CONTACT, TELEPHONE and FAX:** Please enter your name and telephone number so that we may call you directly if we have any questions, and the fax number to which you would like us to fax you the clearance authorization.

- 14. BLANKET ALAN, NALAN, AAF, CIVILIAN AP:** If you have been issued a blanket Alan, Nalan, AAF, or Civilian AP number by the military or a commercial airport for a particular port for which this flight will be arriving, please enter it here.

****NOTE:** This and more detailed information with instructions and forms can be found on the Foreign Clearance Guide web page at: WWW.USEG.ORG

REQUEST FOR DIPLOMATIC CLEARANCE

THE FOLLOWING ITINERARY IS SUBMITTED TO PM/ISO, ATTN.: STEVE STEVENS,
PHONE (202) 736-7158, FAX # (202) 647-4117 OR (202) 647-4055

1. COUNTRY _____
2. ACFT*(MAKE/MODEL) _____
3. CALL SIGN _____
4. ACFT TAIL# _____
5. 1ST PARKING AIRPORT _____
6. DATE OF ARRIVAL IN US _____ TIME _____
7. DATE OF DEPARTURE FROM US _____ TIME _____
8. PILOT'S NAME _____ NUMBER OF CREW _____
- WEAPONS (TYPE, SERIAL #'S) _____ NUMBER OF PASSENGERS _____
- WEAPONS (TYPE, SERIAL #'S) _____
9. TYPE OF CARGO (IF HAZMAT CLASSIFICATION TYPE) _____
10. PURPOSE OF FLIGHT: _____
11. FOR *VIP*, NAME OF PERSON/POSITION: _____
12. EN ROUTE DATA: _____

<u>PLACE/AIRPORT</u>	<u>ARRIVAL DATE</u>	<u>ETA</u>	<u>DEPARTURE DATE</u>	<u>ETD</u>

13. EMBASSY CONTACT: _____
- 13A. TELEPHONE: _____
- 13B. FAX: _____
14. BLANKET ALAN _____
- 14A. BLANKET NALAN _____
- 14B. BLANKET AAF _____
- 14C. CIVILIAN AP _____

Department of State USE ONLY

ENTRY # _____ DCN# _____ APPROVED: YES/NO

DATE REQUEST RECEIVED _____ VIOLATION: YES/NO

TAB 3



**U.S. MISSION TO THE UNITED NATIONS
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"REQUESTING EXPEDITED PORT COURTESIES"

U.S. Department of State
Office of the Chief of Protocol

The proper procedures and guidelines for requesting "expedited port clearance" for high ranking foreign government officials and distinguished foreign visitors through the United States Federal inspection agencies and for greeting them upon arrival in the United States are outlined below.

The term "expedited port clearance" refers to the procedure by which certain designated persons and their personal effects may enter the United States duty-free and be entitled to expedited inspection procedures at the first port of entry. The Office of the Chief of Protocol arranges with the Customs and Border Protection Service for "expedited port clearance."

Persons who are eligible for "expedited port clearance" through federal inspection areas are those persons designated as high ranking officials or distinguished foreign visitors. High-ranking officials include Chiefs of State, Heads of Government, cabinet members, and other senior government officials considered high ranking. Distinguished foreign visitors include the immediate family members of Chiefs of State and Heads of Government, members of royal families, and other distinguished foreign visitors as designated by the Department of State.

The attached forms delineate the information necessary for the facilitation of entry into the United States for persons eligible for expedited port clearance. For all such arrivals in the United States, the attached forms must be submitted by the Permanent Mission to the U.S. Mission **NO LATER THAN 24 HOURS** prior to the scheduled arrival. Failure to submit this information in a timely manner could result in delays to the traveler and his or her delegation.



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"REQUESTING EXPEDITED PORT COURTESIES" (*continued*)

Airport Greetings:

Foreign dignitaries with U.S. law enforcement protective details should coordinate their entry into a U.S. airport with the advance agent of the U.S. Secret Service or the Diplomatic Security Service.

To enhance the safety and security of international travel, the following procedures apply to the arrival and greeting of foreign dignitaries. All greetings will be subject to and done in accordance with prevailing federal airport security measures. Arrangements must be made through the Office of the Chief of Protocol no less than 24 hours prior to the arrival of a principal and, in the case of security officers traveling with or in advance of a principal, no less than 72 hours prior to the arrival.

Access to the federal inspection areas will not be granted for any purpose other than meeting high ranking foreign government officials or distinguished foreign visitors. Access will be limited to a total of two persons of senior rank. *Please note, at JFK greeters are not permitted into the "restricted " area at all.* Persons of senior rank are defined as Permanent Representatives to the United Nations, Ambassadors to the United States, Charges d'Affaires, heads of consular posts, their respective formal designees, and senior United Nations Secretariat personnel.

All greeters must arrive at least thirty minutes prior to the arrival. Upon arrival, greeters must surrender their State Department-issued photo identification cards prior to entering the federal inspection area in order to be issued an airport credential. That credential is to be returned in exchange for the State Department card to the Inspectors before leaving the airport.

To assist in the arrival of the above category of visitors, missions are advised to contact the individual airline's passenger service department. If the airline has been given 72 hours advance notice, passenger service personnel may be of assistance in escorting the traveler from the aircraft through the federal processing area. Airline facilitation cannot be guaranteed and is dependent on the nature of the U.S. threat advisory level.



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"REQUESTING EXPEDITED PORT COURTESIES" (*continued*)

The Permanent Missions should be aware, however, that, as warranted, U.S. authorities reserve the right to alter, modify or rescind any of the access privileges outlined herein. Further, requests received that do not provide complete information will not be processed.

Foreign dignitaries arriving in the United States also are reminded that the Department of Agriculture, under the enforcement supervision of the Customs and Border Protection Service, regulates the entry of agricultural products into the United States. To prevent the introduction of injurious or potentially harmful pest and disease organisms, all agricultural products must be declared and submitted for inspection.

This announcement applies to procedures for expedited entry privileges. Duty free entry of baggage and effects may be accorded to broader categories of personnel by treaty, statute, or regulation, and is not affected by the information contained herein.



**U.S. MISSION TO THE UNITED NATIONS
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“EXPEDITED PORT COURTESIES PROGRAM”

**Office of the Chief of Protocol
U.S. Department of State**

High Ranking Officials Eligible for Courtesies of the Port

- Chiefs of State (and their traveling parties)
 - Heads of Government (and their traveling parties)
 - Cabinet Officers (and their traveling parties)
 - Deputy Cabinet Officers (and their traveling parties)
 - Members of Royal Families
 - Members of Parliament
 - Governors
 - Mayors
 - Chiefs of Mission
 - High-Ranking Foreign Military Officers not posted to an Embassy or Consulate
 - Other High-Ranking Officials as designed by the Chief of Protocol
-



Request for Courtesies of the Port

Date: _____

The Permanent Mission of _____ presents its compliments to the United States Mission to the United Nations and has the honor to request Courtesies of the Port for:

(Principal's name and title)

Mission Contact Person: _____

Phone Number: _____ FAX #: _____

Pages (including this cover page): _____

Please return this form to: United States Mission to the United Nations
140 East 45th Street
New York, NY 10017

Attention: Mr. Harry Allen

Telephone (212) 415-4156 Fax (212) 415-4162

Request should be received no less than 24 hours prior to arrival. If security is being requested or security is traveling with the principal, 72 hours advance notice is required for transmittal to the United States Secret Service or Diplomatic Security Service.

Please note that in the section pertaining to armed security, we require the signature of the Ambassador or the Charge d'Affaires.

Requests during the normal work week (Mon – Thurs) must be made between the hours of 9:00a.m. and 4:00 p.m.

On Fridays, requests must be received by 3:00 p.m. On weekends, holidays and after hours, emergency requests should be directed to the Protocol Duty Officer through the Department of State Operations Center at (202) 647-1512.

Please make several copies of this form for your use. You may scan this form into your computer, or recreate it, but please do not change its format in any way.

U.S. DEPARTMENT OF STATE OFFICE OF THE CHIEF OF PROTOCOL EXPEDITED PORT CLEARANCE REQUEST FORM			
The Mission of _____ presents its compliments to the Department of State, Office of Protocol, and wishes to refer to the following visit request for:			
1. Name _____			
(FIRST) (LAST)			
2. Title: _____			
3. FIRST Port of Entry into the United States:			
a. Commercial Air Carrier Name and Flight #:	b. Arrival date:	c. Arrival time: (am or pm)	
I. For Special (Private) Flights: (fill in II-VI)	II. Type of Aircraft (Make/Model):		
III. Tail #:	IV. Call Sign:	V. Arrival date:	VI. Arrival time: (am or pm)
4. Continuing to Washington, D.C.: (Chiefs of State /Heads of Governments or Foreign Ministers-ONLY)			
a. Commercial Air Carrier or Private:	b. Arrival date:	c. Arrival time: (am or pm)	
5. Over Flight Clearance Notification for Private Aircraft: <i>Please contact the U.S. Department of State Office of International Security and Peacekeeping Operations for flight clearance into U.S. airports and for over flight relocation requirements. Advance notification of 72 hours is required. (Mr. Steve Stevens Tel. (202) 736-7158, Fax (202) 647-4055)</i>			
6. Security and Protection: <i>For <u>Chiefs of State/Heads of Government:</u> Will you request U.S. Government Security Protection from U.S. Secret Service? J <input type="checkbox"/> YES <input type="checkbox"/> NO</i> <i>For <u>Foreign Ministers:</u> Will you request U.S. Government Security Protection from State Department Diplomatic Security Service? <input type="checkbox"/> YES <input type="checkbox"/> NO</i>			
7. Greeters: <i>Per U.S. Government regulations, there is a maximum of <u>two (2)</u> greeters allowed in the Government inspection area for all arrivals.</i>			
a. Name:	Title: _____		
b. Name:	Title:		
8. Embassy Travel/Document Coordinator: (For passports, visas, I-94 Forms, Customs and Border Protection Declarations, and baggage stubs):			
a. Name/Title:	b. Tel:	c. Fax:	

**U.S. DEPARTMENT OF STATE
OFFICE OF THE CHIEF OF PROTOCOL
EXPEDITED PORT CLEARANCE REQUEST FORM**

9. Armed Security: *If armed security personnel accompany the dignitary, U.S. Secret Service or Diplomatic Security Service must be notified 72 hours in advance.*

PLEASE NOTE: THE AMBASSADOR OR THE CHARGE D'AFFAIRES IS REQUIRED TO SIGN BELOW TO CERTIFY THAT THE ACCOMPANYING SECURITY PERSONNEL ARE TRAINED AND PROFICIENT IN THE USE OF THE WEAPONS THAT THEY CARRY, THAT THEY ARE ABLE TO COMMUNICATE IN ENGLISH, THAT THEY WILL CARRY WEAPONS ONLY WHEN ACCOMPANYING THE DIGNITARY AND THEY WILL SECURELY STORE THEIR WEAPONS WHEN NOT ON DUTY.

SIGNATURE _____ Date _____

AMBASSADOR/CHARGE D'AFFAIRES

Please indicate for each security officer:

a. Name:	b. Rank:	c. Service:	d. Passport #:	e. Visa Type:
f. Weapon (Make):	g. Weapon (Model):	h. Weapon (Serial #):	i. Weapon (Caliber):	j. # of Rounds of Ammunition:
a. Name:	b. Rank:	c. Service:	d. Passport #:	e. Visa Type:
f. Weapon (Make):	g. Weapon (Model):	h. Weapon (Serial #):	i. Weapon (Caliber):	j. # of Rounds of Ammunition:
a. Name:	b. Rank:	c. Service:	d. Passport #:	e. Visa Type:
f. Weapon (Make):	g. Weapon (Model):	h. Weapon (Serial #):	i. Weapon (Caliber):	j. # of Rounds of Ammunition:
a. Name:	b. Rank:	c. Service:	d. Passport #:	e. Visa Type:
f. Weapon (Make):	g. Weapon (Model):	h. Weapon (Serial #):	i. Weapon (Caliber):	j. # of Rounds of Ammunition:
a. Name:	b. Rank:	c. Service:	d. Passport #:	e. Visa Type:
f. Weapon (Make):	g. Weapon (Model):	h. Weapon (Serial #):	i. Weapon (Caliber):	j. # of Rounds of Ammunition:
a. Name:	b. Rank:	c. Service:	d. Passport #:	e. Visa Type:
f. Weapon (Make):	g. Weapon (Model):	h. Weapon (Serial #):	i. Weapon (Caliber):	j. # of Rounds of Ammunition:
a. Name:	b. Rank:	c. Service:	d. Passport #:	e. Visa Type:
f. Weapon (Make):	g. Weapon (Model):	h. Weapon (Serial #):	i. Weapon (Caliber):	j. # of Rounds of Ammunition:

[illegible]

UNITED STATES OFFICE OF PROTOCOL DEPARTMENT OF STATE EXPEDITED PORT CLEARANCE REQUEST FORM			
11. DEPARTURE INFORMATION (Chief of State/Head of Government or Cabinet Ranked member ONLY): <i>Please provide departure information to help facilitate departure from commercial airports. (Note: A farewell committee is not permitted beyond the security screeners at commercial airports)</i>			
1. Name: <div style="text-align: center;">(FIRST) (LAST)</div>			
2. Title: 			
3. <u>Departure</u> Port from the United States: 			
a. Commercial Air Carrier Name and Flight #:		b. Departure date:	c. Departure time: (am or pm)
I. For Special (Private) Flights: (Fill in II-VI)		II. Type of Aircraft (Make/Model):	
III. Tail #:	IV. Call Sign:	V. Departure date:	VI. Departure time: (am or pm)

NOTE: The above information is for Department of State Protocol purposes only. The Transportation Security Administration of the Department of Homeland Security will accept requests for airport Departure Screening Courtesies "on-line" via computer e-mail only.

Please refer to the U.S. Mission circular note number HC-08-04, dated February 9, 2004, or visit our website at: www.un.int/usa/host.htm, for additional instructions and information. Missions may also call the Host Country Affairs Section of the United States Mission to the United Nations at 212 415-4131 for assistance.

TAB 4



U.S. MISSION TO THE UNITED NATIONS U.S. Offices of Protocol and Foreign Missions ARRIVAL / DEPARTURE BRIEFING FOR THE 61st UNGA August 30th, 2006

"MOVING THROUGH THE CUSTOMS AND BORDER PROTECTION PROCESS"

NOTIFICATION PROCESS

Upon receipt of a completed "Expedited Port Courtesies Request Form," the Department of State, Office of the Chief of Protocol, will forward the request to U.S. Customs and Border Protection (CBP). CBP will provide notification to the appropriate Port of Entry to ensure that the diplomatic member(s) and their personal effects are processed expeditiously. It is imperative that the U.S. Mission receives timely notification from the Permanent Mission to ensure that CBP personnel are apprised in advance of the pending arrival of diplomatic members. Failure to submit the Expedited Port Courtesies Request Form in a timely manner may result in processing delays at a U.S. Port of Entry or at a pre-clearance station.

INSPECTION PROCESS AT CBP PORTS OF ENTRY

CBP accords diplomatic immunity to members from foreign nations and their families in compliance with the UN Headquarters Agreement, the UN Convention on Privileges and Immunities and the Vienna Convention on Diplomatic Relations. All requests for expedited port courtesies from the Department of State, Office of the Chief of Protocol, are logged, issued an authorization number, and submitted to the appropriate Port of Entry for notification purposes.

All diplomatic members and their families will receive expedited processing through the Port of Entry. Diplomats should identify themselves to a CBP officer checking passports so that the proper courtesies may be accorded.

Upon arrival in the United States, the CBP officer checking passports should be shown the passport and visa (when required), the U.S. Customs Declaration, and the Form I-94 (Arrival-Departure Record). The Form I-94 (Arrival-Departure Record) shows the date of arrival in the United States and the "Admitted Until" date, the date when the authorized period of stay expires. Diplomatic members and their families will receive a Form I-94 from an airline representative when arriving at a Port of Entry. The form must be completed and presented to a CBP officer.



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When leaving the country, the Form I-94 should be provided to the airline representative. Failure to complete a Form I-94 may result in processing delays. When USUN and the Office of the Chief of Protocol have not been notified of a diplomatic member's arrival, and the diplomatic member is traveling without a visa or on a non-diplomatic visa, the CBP officer will need to call the Department of State for verification, which may cause a delay.

Diplomats and other government officials are exempt from US-VISIT requirements if traveling on A or G visas. They are exempt also from National Security Entry Exit Registration System (NSEERS) registration requirements. If a diplomatic member or family member is not treated in a professional and courteous manner by a CBP officer, a request should be made immediately to speak to a Supervisory CBP officer at the Port of Entry. A Supervisory CBP officer is always available to assist if problems are encountered.

TAB 5



**U.S. MISSION TO THE UNITED NATIONS
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“THE ESCORT SCREENING COURTESIES PROGRAM”

This program provides for Department of State personnel to serve as escort officers for senior-level government personnel (cabinet ministers and above), along with their accompanying spouses and children under 12, departing from the larger U.S. airports.

NOTE: This program is not available (or necessary) if the Government Official is accompanied by armed security officers.

The Permanent Mission point-of-contact (POC) responsible for arranging escort courtesies should:

- Prepare a separate "Request for Escort Screening Courtesies" form for each person, including children under twelve, for whom escort courtesies are requested. A copy of the request form and instructions for completing it are at: www.un.int/usa/host.htm. From a computer with an Internet connection, please open a browser and enter URL www.un.int/usa. On the left, under "Policy Issues," click on "Host Country Affairs."
- At the bottom of the Host Country Affairs webpage, click on "Requests for Airport Screening Courtesies."
- The request form will open.
- Fill out the form, utilizing drop-down boxes for Month and Year, as well as originating or terminating airports, if traveling from or to New York and Washington. If a flight is originating or terminating in cities other than New York or Washington, use the free-field text within the Departure or Arrival Airport area. Note that the form will be returned to you if critical fields are left blank. Note that there are multiple spaces on the form: if your traveler (s) area visiting more than one U.S. city, every arrival and departure should be noted up to the final departure from the United States. If necessary more than one POC should be designated with proper contact information.
- When the form is completed, save the filled-out form to your computer and send it as an attachment to the following e-mail address: airportescorts@state.gov, no later than three full business days prior to the first flight from a U.S. airport regardless of whether it is a domestic or international flight.



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- Be prepared to provide to the assigned Department of State escort officer(s) detailed instructions about where and when the escort officer(s) should rendezvous with the dignitary at the airport.
- **Immediately notify the assigned escort officer(s) in the event of any changes in the itinerary or previously coordinated arrangements.**

The U.S. Mission will:

- Inform the POC whether the request has been approved, and, if so, whether there are airports in the itinerary where no escort officer will be available.
- Provide names and contact information of assigned escort officers to the POC. Coordination between the POC and the escort officer(s) must take place before the escort officer(s) will go to the airport.
- Provide other guidance as requested. The contact number is (212) 415-4037

Below is a sample of the escort screening courtesies form. Do not send this form in any Mode other than computer e-mail or it will not be processed.



U.S. DEPARTMENT OF STATE REQUEST FOR ESCORT SCREENING COURTESIES

PROCESSING AND COORDINATION REQUIRE THAT SUBMISSIONS BE MADE AT LEAST THREE (3) BUSINESS DAYS PRIOR TO INITIAL DEPARTURE DATE. PLEASE E-MAIL COMPLETED FORMS TO AIRPORTESCORTS@STATE.GOV. PLEASE DIRECT QUESTIONS TO THE U.S. MISSION AT 212-415-4037

Date of Request: ---- ---- month/day/year <small>(Example: January 30, 2004)</small>		Passport Nationality: Passport Number:
Full Name of Traveler: Official Title:		
Date of Birth: ---- month/day/year <small>(Example: January 30, 30th 04)</small>		Country of Birth: City of Birth:
Point of Contact:*		
Organization:		
Telephone & Fax Numbers:		Phone: Extension: Fax:
After Hours Telephone Number(s):		
E-Mail Address for Confirmation:		

FLIGHT ITINERARY

	If traveling from or to DC or NY, choose Airport from down list (click on the box); otherwise, please type name of Airport in shaded		
Airline and Flight No.	Departure Airport Airport	month/day/year ---- ----	Time <input type="checkbox"/> am <input type="checkbox"/> PM
	Arrival Airport Airport	month/day/year ---- ----	Time <input type="checkbox"/> am <input type="checkbox"/> PM
Airline and Flight No.	Departure Airport Airport	month/day/year ---- ----	Time <input type="checkbox"/> Am <input type="checkbox"/> PM
	Arrival Airport Airport	month/day/year ---- ----	Time 0 am 0 PM
Airline and Flight No.	Departure Airport Airport	month/day/year ---- ----	Time 0 am 0 pm
	Arrival Airport Airport	month/day/year ---- ----	Time El am El pm

* The name of the Mission's point of contact must appear on the form or the request will not be processed.

Itinerary continues on next page: ☐ Yes ☐ No



**U.S. MISSION TO THE UNITED NATIONS
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February 4, 2005

HC-08-05

The United States Mission to the United Nations presents its compliments to the Permanent Missions and Observer Offices to the United Nations and to the United Nations Secretariat and has the honor to review the processes and procedures for the travel of diplomats and other high ranking visitors to the United Nations through United States airports.

EXPEDITED PORT COURTESIES (ARRIVAL)

High-ranking government officials and distinguished foreign visitors may be accorded Courtesies of the Port, that is, expedited clearance through customs and immigration procedures, when sufficient advance notice is provided by the member state. Those eligible include: Chiefs of State, Heads of Government, cabinet members and other senior government officials considered high ranking, and the immediate family members of the Chiefs of State and Heads of Government, members of Royal Families and other distinguished foreign visitors as designated by the Department of State.

Missions should request expedited port courtesies at the earliest possible time, but not later than 24 hours prior to the scheduled arrival. Missions should submit the Expedited Port Courtesies form (attached) to the Host Country Section of the United States Mission. (If an Embassy submits a request directly to the Office of Protocol in Washington for travel related to the United Nations, it is suggested that a copy also be forwarded to the Host Country Affairs Section in order to permit the United States



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Mission to assist should problems arise.) All five pages of the form must be completed, even if it is to note that a section is not applicable, for example, if no armed personnel are accompanying the traveler, enter “No armed personnel”.

An expedited port courtesies request is required for the initial travel into the United States. An itinerary should be included if there are to be subsequent travels within the United States.

AIRPORT GREETINGS

Heads of State or Government arriving at United States airports are generally escorted by United States Secret Service officers. Ministers of Foreign Affairs and other high ranking dignitaries may be escorted by Diplomatic Security agents. In those cases where the dignitary is to be escorted by law enforcement agency escorts, arrangements for greeting should be made directly with the relevant law enforcement agency.

Greeting other high ranking and distinguished visitors who have been accorded Courtesies of the Port occurs after the visitor(s) have cleared United States Immigration, collected bags and cleared United States Customs. The United States Mission is unable to arrange for greeters to enter the restricted federal inspection area at New York airports, which includes the gate, immigration services, the baggage carousel and the United States Customs inspection area.



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However, a total of two persons of senior rank who wish to meet the visitor(s) may greet them inside the exit of the United States Customs inspection area, provided that information on the greeters has been submitted in advance on the expedited port courtesies form and accepted by the Office of Protocol.

Greeters should arrive 30 minutes prior to arrival and surrender their Department of State photo identification cards or United Nations credentials for airport credentials. The airport credentials must be returned prior to departure from the airport. Questions regarding port courtesies may be directed to the Host Country Affairs Office at (212) 415-4156.

(DUE TO RECENT EVENTS AT HEATHROW AND OTHER LOCATIONS IN THE UNITED KINGDOM, THE ABOVE “GREETING” ARRANGEMENTS HAVE BEEN SUSPENDED. IT IS UNKNOWN AT THIS TIME WHETHER THIS WILL CHANGE PRIOR TO THE BEGINNING OF THE 61st UNGA).

AIRPORT SCREENING COURTESIES (DEPARTURE) MINISTERIAL RANK

Cabinet Ministers and above, accompanying spouses and children under the age of twelve, who are not being escorted by a United States Secret Service or Diplomatic Security Service protective detail are eligible to request an escort officer for departure through a United States airport. Departure may include the final departure from the United States as well as intermediate flights within the United States.



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It is important to note that the definition of those eligible for these courtesies is restricted to those listed in the previous paragraph only. Airport screening courtesies are not available for family members of Cabinet Ministers or above traveling alone, children over the age of twelve traveling with the dignitary and other non-ministerial rank individuals traveling with a dignitary of ministerial rank. To arrange for airport screening courtesies, the Mission must prepare a separate “Request for Escort Screening Courtesies” form for each person, including children under twelve, for whom escort

courtesies are requested. A copy of the form and instructions for completing it are at:

www.un.int/usa/host.htm. The forms should be completed on-line and then sent as an attachment to the email address on the form, airportescorts@state.gov.

Missions should use the following step-by-step instructions:

1. Open the website, www.un/host/usa/host.htm,
2. Scroll down to click on “Requests for Airport Screening Courtesies”,
3. When the form appears, complete all requested information,
4. When the form is complete, click on “File” in the upper left corner,
5. From the drop down menu, click on “Send To”,
6. From side drop down menu, click on “Mail Recipient (as Attachment)”,
7. Address email to airportescorts@state.gov,
8. Send.

The United States Mission appreciates that high ranking government officials are at times required to make last minute changes to their itineraries. In such cases, notification of the change must be made as soon as the information is available. Every attempt to accommodate such changes will be made, but travelers must understand that in some cases it may not be possible.



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The Mission Point-of-Contact (POC) designated on the form must be available at all times before departure to receive calls from the assigned escort officer. Since failure to confirm dates, time, and location of departures may prevent the escort officer from arriving at the airport, specific contact information, including daytime and after-hours telephone numbers, is mandatory. In those cases where the traveler will depart from more than one airport in more than one city, it is helpful to provide local contact telephone numbers if possible, for example, the telephone number of the Consulate in the distant city.

The United States Mission will inform the Mission whether the request has been approved or denied. All subsequent arrangements for escort courtesies shall be made directly between the POC and the escort officer assigned to the departure from a particular airport.

Due to the high volume of foreign dignitaries traveling throughout the United States – and especially from airports in New York and Washington, DC – the airport screening program is limited at this time to dignitaries of ministerial rank. Questions about the escort screening program may be directed to the Host Country Affairs Office at (212) 415-4037.



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SCREENING IN U.S. AIRPORTS (DEPARTURES) NON-MINISTERIAL RANK

The United States, like many other states, does not exempt bearers of diplomatic passports from airport screening procedures. Therefore it is possible for members of the United Nations diplomatic community who are traveling with diplomatic passports to be selected for Secondary Screening (SSSS) procedures prior to departure from a United States airport.

In order to protect the safety of all visitors and residents alike, rigorous security measures at airports are considered to be necessary and will continue to be implemented. The United States Mission appreciates the cooperation of the members of the United Nations diplomatic community and regrets any undue inconvenience or indignity that may have occurred as a result of these security measures.

The United States Mission to the United Nations avails itself of this opportunity to renew to the Permanent Missions and Observer Offices to the United Nations and to the to the United Nations Secretariat the assurances of its highest consideration.